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*Finance Div*

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10 January 1952

*Top Secret - Procedures*

MEMORANDUM FOR: ALL AREA TS CONTROL OFFICERS

FROM: CIA TS Control Officer

SUBJECT: Submission of Weekly Logs

1. CIA Security Regulations require that all Areas submit a weekly log record of TS transactions to the Central Control Office. These logs form the basis of a central posting system which verifies the receipt and delivery of TS material between Areas.

2. The recent spot-check of Area control procedures revealed that some Areas have not been forwarding their logs on a regular basis. It is therefore requested that effective 18 January all Areas submit logs every Friday which reflect TS transactions recorded through the close of business Thursday. Negative reports can be made by telephone.

3. For purposes of central control, complete identification information and delivery data are required. Full titles and subjects, however, may be omitted if desired. Logs are acceptable in sheet or card form and only inter-Area receipts and transmittals need be reported.

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